



# UGANDA CHRISTIAN UNIVERSITY

A Complete Education for A Complete Person

## UNIVERSITY ICT SERVICES REQUISITION FORM

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Office Building/Location: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Email: \_\_\_\_\_

### **EQUIPMENT**

TYPE (e.g. Monitor)	DESCRIPTION (e.g. 17" Monitor)	QUANTITY	PRICE

### **Recommended by (Dept Head):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **UIS DEPARTMENT USE ONLY**

#### **Authorized by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Delivered by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Received by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill in all information and send the form to UIS Department